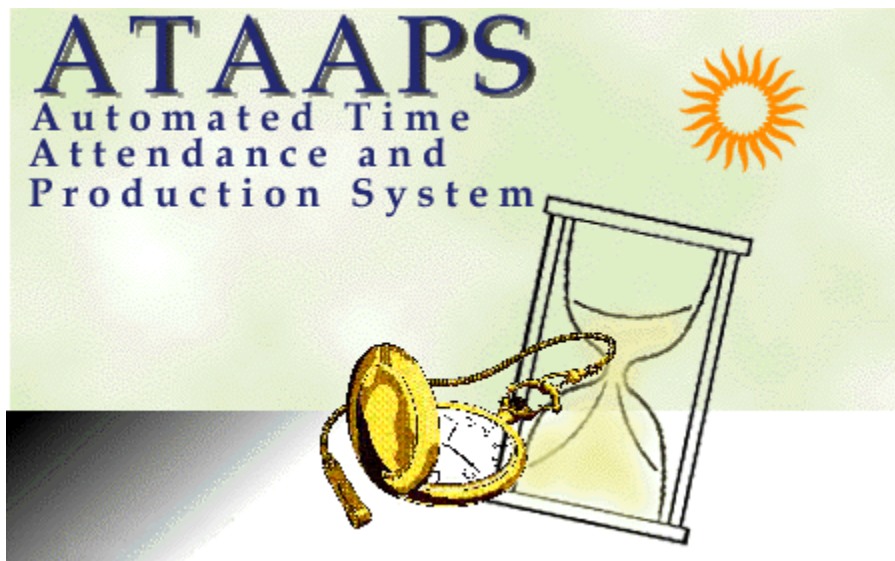


DRAFT

U.S. Department of Energy

Automated Time Attendance and Production System (ATAAPS)



ATAAPS Desk Guide for Web Version

Prepared By:

Capital Accounting Center

July 1, 2003

Desk Guide for the Web Version of ATAAPS

Table of Contents

<u>Section</u>	<u>Page</u>
Helpful Information	3
Logging into ATAAPS	5
Personnel Management	8
Entering Labor Hours	13
Recording Differential, Hazard and Other Hours	16
Pay Period Summary Hours	18
Uncertified Employees Report	19
Certifying Time and Attendance	20
Changing Your Password	21
Accessing Your Leave and Earnings Statement	22
ATAAPS Help Function	23

Desk Guide for the Web Version of ATAAPS

Helpful Information

Recording Time & Attendance:

- Time and Attendance can be recorded in ATAAPS on a daily basis for the bi-weekly pay period. A deadline schedule will be distributed once it is finalized.
- Each Timekeeper will need to change each employee's Permanent Tour of Duty if they are on an Alternate Work Schedule. The initial set up default is for the Tour of Duty to be 8 hours a day for 5 days a week.
- Only exceptions, e.g., leave taken, compensatory time earned, to an employee's fixed schedule need to be recorded in ATAAPS.
- All hours will be recorded in **15**-minute increments. (Hours earned and used.)
- ATAAPS requires funding information to be recorded with each employee. The funding information that is required is Fund-Type (FT), Financial Plan (FP), and BNR (Budget and Report Number). If an employee's time is charged to the same FT, FP, BNR, "favorites" can be set up. The instructions for setting up Favorites are included in the attached On-line Help Instructions.
- When using a FECA (Worker's Compensation) Labor Code, the timekeeper will need to input the date of injury.
- For those employees on AWS, their in lieu of holiday under their Tour of Duty Hours will need to be adjusted in ATAAPS for that specific pay period.
- All time will be deducted as recorded if sufficient balances are available. Leave will automatically roll over to another leave category if the employee does not have sufficient leave balance. For example, sick leave will convert to annual leave if the employee's sick leave balance is not sufficient to cover the leave recorded. However, comp-time used will not convert to annual leave if the employee has a sufficient comp-time balance even though they have a use or lose balance for annual leave.

Certifying Time and Attendance:

- Approving Officials will certify Time and Attendance electronically rather than on hard copy.
- No one will be certifying his or her own time.

General:

- Only those employees in DOE organizations that currently provide for employees to record their time will be expected to record their own time in the new time and attendance system initially. DOE will continue to utilize timekeepers for all other employees.

Desk Guide for the Web Version of ATAAPS

- ATAAPS does not produce a hard copy report of each employee's time for the employee to initial when leave used is less than 8 hours. Documentation for leave will be left to local level discretion.
- The pre-approval request and authorization of Compensatory Time and Overtime will be handled at the local level. Use your local level procedures for the request and authorization of Compensatory Time and Overtime. Procedures for requesting leave remain the same.
- Energy Time and Attendance Coordinators will no longer need to consolidate timekeepers' information and transmit a file to Payroll, because the Headquarters Database Administrator will transmit the information directly to DFAS.
- Organizations will receive similar Time and Attendance Reports to what they are receiving now.
- Users will be accessing ATAAPS through DOE's Employee Self Service (ESS) system. There is a transparent link from DOE's ESS to ATAAPS. No additional password is required.

Help:

- A copy of the Process Instructions for ATAAPS On-line Help is attached for your reference.
- A Job Aid that describes the Time and Attendance codes is attached for your reference.
- A crosswalk of DOE's frequently used Time and Attendance Codes to ATAAPS Time and Attendance Codes is attached for your reference.
- Please refer to <http://chris.inel.gov/payroll> for additional information on the Payroll Transition to DFAS.

Desk Guide for the Web Version of ATAAPS

Login to ATAAPS

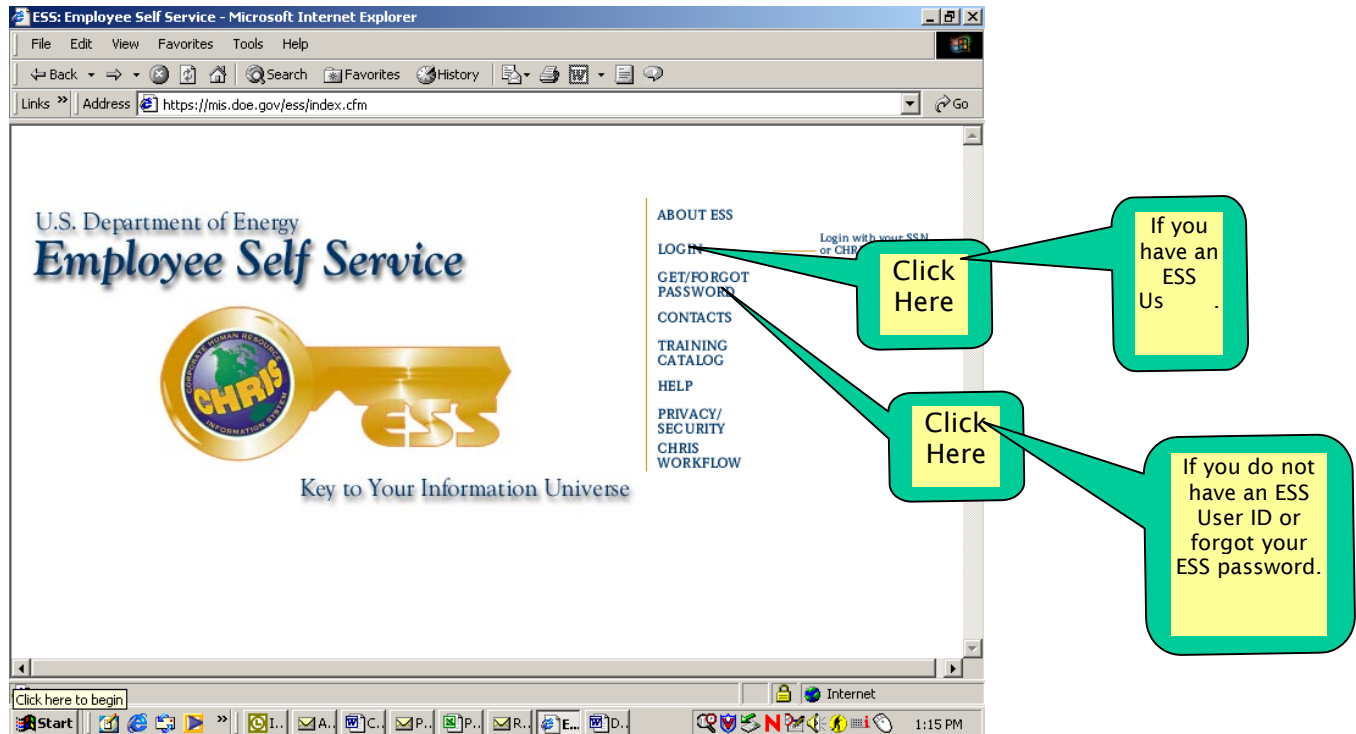
1. Open browser (Internet Explorer is preferred or Netscape.)

Note: Browser must be 128 bit encrypted and Internet Explorer version 5.x or Netscape version 4.x or higher.

2. Go to the U.S. Department of Energy's Employee Self Service at the following URL:

<http://mis.doe.gov/ess>

Note: DOE Employee Self Service is available from your home using your local Internet Service Provider anytime, 24-hours a day, Monday through Friday. The database files are taken down for backup purposes from 7:45 pm each Saturday until 6:00 am Sunday. DOE Employee Self Service will not be available during these backup periods. Once connected, save this as a favorite or bookmark.

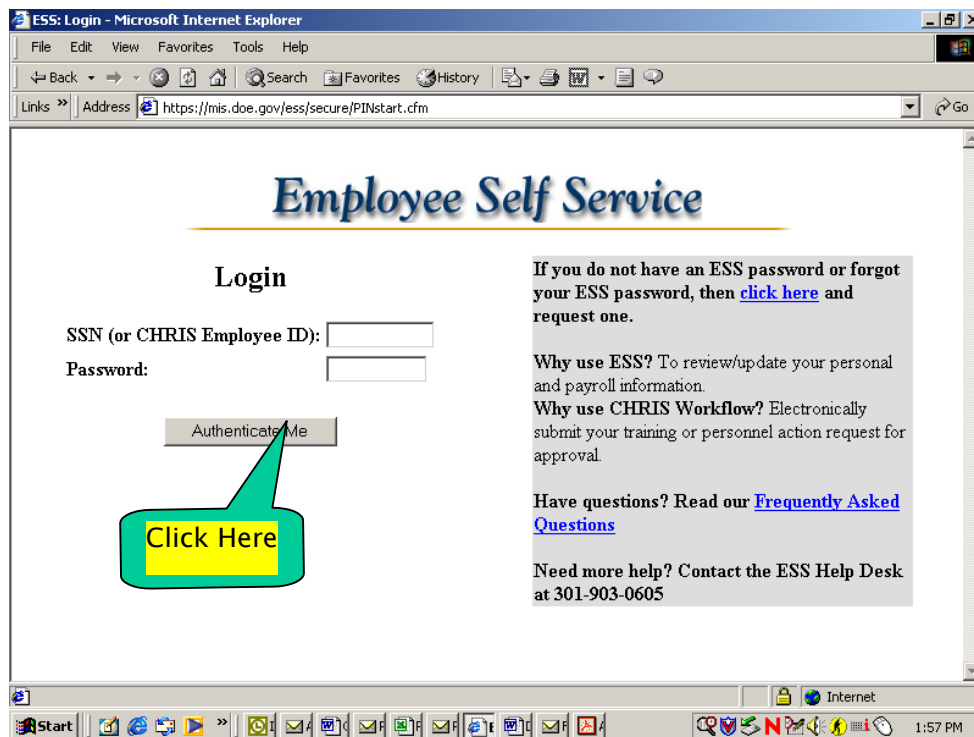


Note: To request a User ID:

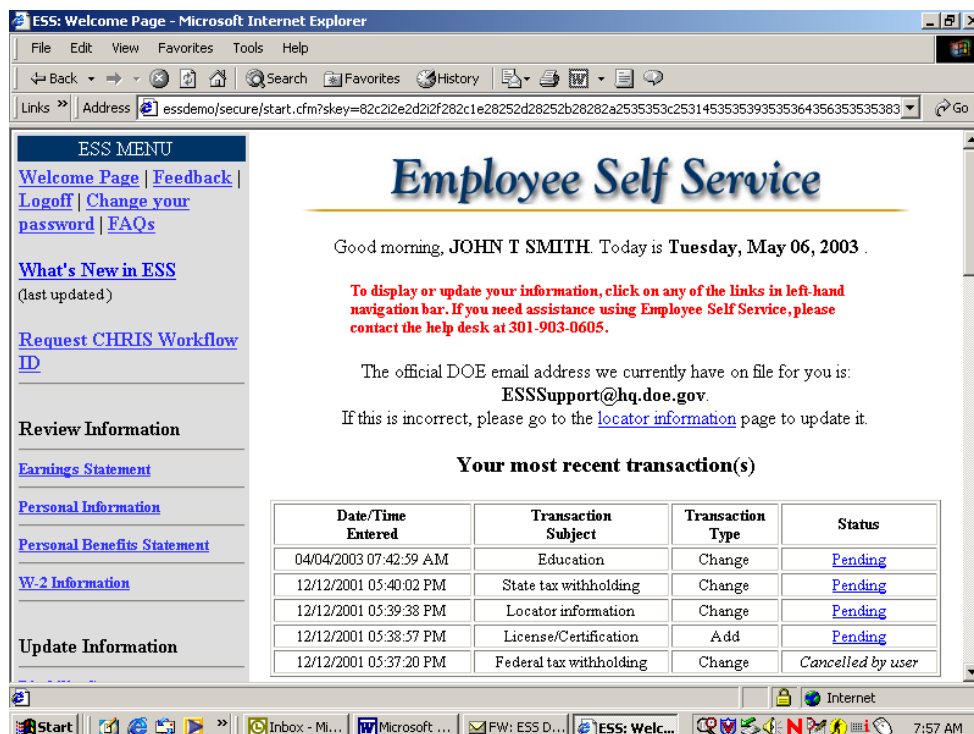
- Select Get/Forgot Password above
- Enter Last Name and SSN (or CHRIS Employee ID)
- Select the appropriate answer to "Are you a US Citizen?"
- Click on Request Password

Desk Guide for the Web Version of ATAAPS

- Click "Login" and the following screen will appear. Enter your Social Security Number (SSN) or CHRIS Employee ID and Password.

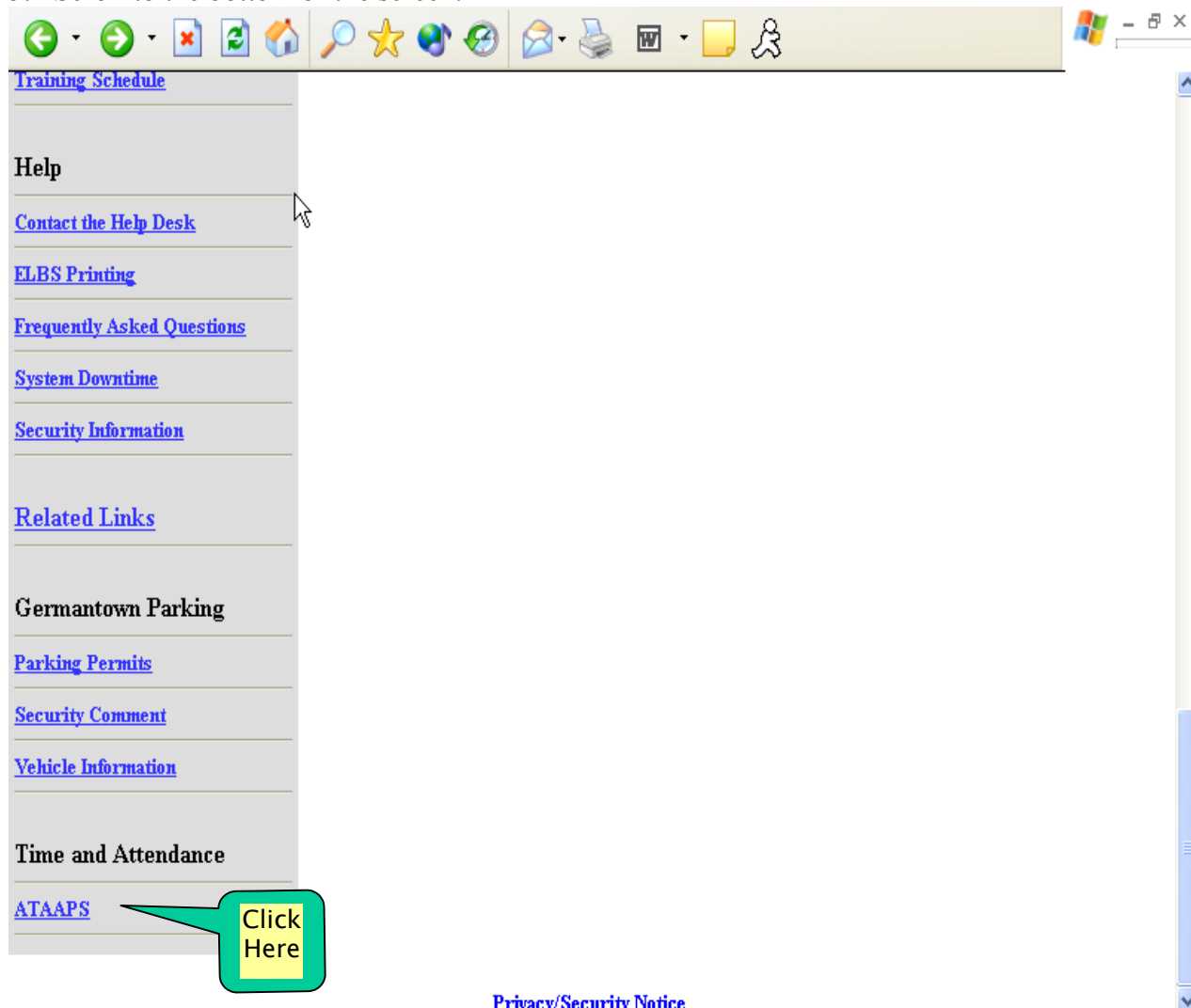


- Click on "Authenticate Me" and the following screen will appear.

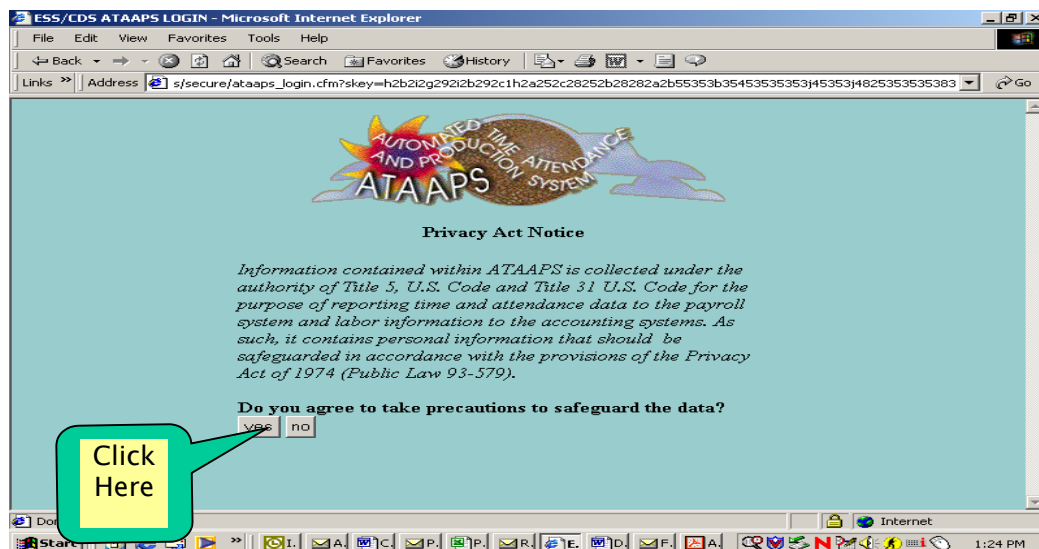


Desk Guide for the Web Version of ATAAPS

5. Scroll to the bottom of the screen.



6. Go to the Time and Attendance portion of the side menu and click on ATAAPS. The Privacy page is then displayed. Click “YES” to continue. The ATAAPS Main Menu appears.



Desk Guide for the Web Version of ATAAPS

Personnel Management

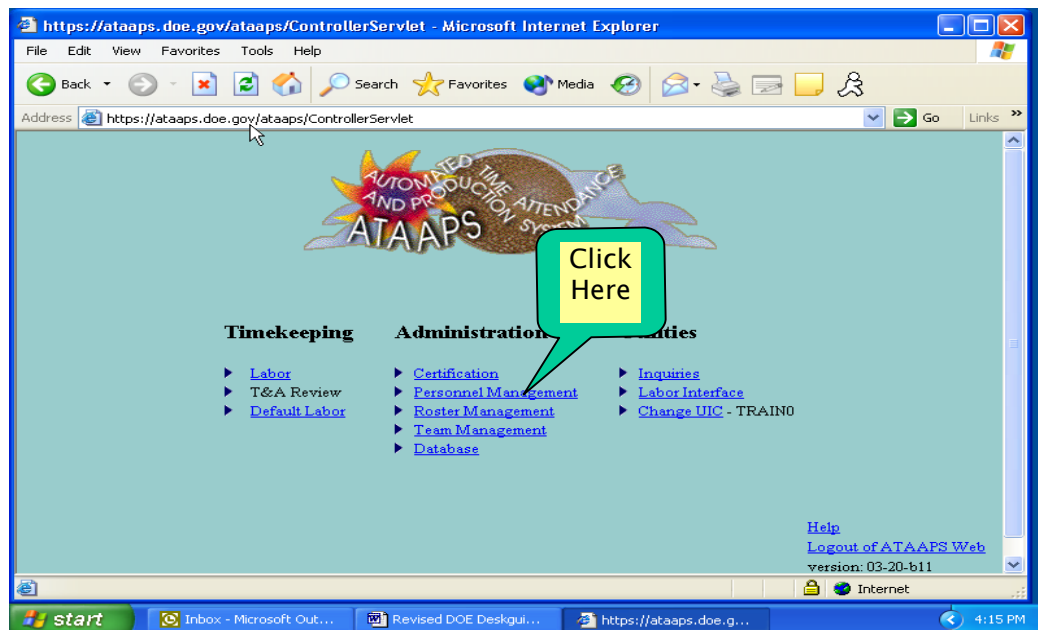
The Personnel Management feature can be used for:

- Adding a New Employee
- Managing the Favorites List
- Assigning a Temporary Tour of Duty
- Changing the Permanent Tour of Duty
- Displaying Team Assignments

Detailed instructions for each of these tasks can be found in the Process Instructions from On-Line-Help.

Changing Tour of Duty for Employees

To change the Permanent or Temporary Tour of Duty for an employee, click the Personnel Management link on the ATAAPS Main Menu.



Desk Guide for the Web Version of ATAAPS

1. Following is the screen for changing an employee's tour of duty. Select the desired Team by using the drop down menu and display that Team by clicking on the Team button. Select the employee that you wish to change the tour of duty for by using the drop down menu and clicking on the Employee button to select. Once the employee is displayed, select the **Perm Tour** link to change the **Permanent Tour of Duty**.

ATAAPS Personnel Management Window - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: https://ataaps.doe.gov/servlet/ataapsWeb.PersMgmtControllerServlet

Personnel Management Properties

Logged In As: PEGNATO, PHILIP R UIC: 2C0000

Team: 730601 730601 Team

Employee: SMITH, JOHN SMITH, JOHN << >> Employee

Properties Tour Perm Team Roster Type Rpt. Defaults/Favorites Status Schedule Temp Injury Summary
Day Tour

*First Name: SMITH *Last Name: SMITH

SSN: 999-99-9996

Current Date SDA ID: DOEHQO

Close Date:

Premium Type Hours: ☐

Favorites Required: ☐

Required Field

Save Add Refresh

Start In... D... F... gl... A... I... A... Internet 10:57 AM

Click Here After Selecting Team and Employee

2. Using the Add Tour drop down menu, select the Pay Period this change is to become effective. Then click the Add Tour button.

Add Tour: 2003-Jun-01 Add Tour

Click Here First

Click Here Second

Desk Guide for the Web Version of ATAAPS

Open Date: 06/15/2003 Close Date: Period Length: 14 Alternate Work Schedule: 0 - Not on AWS(5 days wk; 8 hrs) Update AWS

	Day		Diff	Sunday Premium
Sunday	1			
Monday	2			
Tuesday	3	<input checked="" type="checkbox"/>	8.00	0.00
Wednesday	4	<input checked="" type="checkbox"/>	8.00	0.00
Thursday	5	<input checked="" type="checkbox"/>	8.00	0.00
Friday	6	<input checked="" type="checkbox"/>	8.00	0.00
Saturday	7	<input type="checkbox"/>	0.00	0.00
Sunday	8	<input type="checkbox"/>	0.00	0.00
Monday	9	<input checked="" type="checkbox"/>	8.00	0.00
Tuesday	10	<input checked="" type="checkbox"/>	8.00	0.00
Wednesday	11	<input checked="" type="checkbox"/>	8.00	0.00
Thursday	12	<input checked="" type="checkbox"/>	8.00	0.00
Friday	13	<input checked="" type="checkbox"/>	8.00	0.00
Saturday	14	<input type="checkbox"/>	0.00	0.00
Total Scheduled Hours:		80.00		

Calculate & Validate Total Save & Close Cancel

Click Here First Click Here Second

3. Select the Alternate Work Schedule (AWS) drop down and choose the employee's AWS. After selecting the proper AWS for the employee, click the "Update AWS" button. If needed, change the employee's Duration Hours for each day. When finished with updating all Duration Hours, click the Calculate and Validate Total button at the bottom of the screen to verify the correct number of hours for each day of the pay period. Click the Save and Close button at the bottom of the screen to save changes.

Open Date: 06/29/2003 Close Date: Period Length: 14 Alternate Work Schedule: 6 - Compressed(80 hrs biwk; scheduled days) Update AWS

	Day	Duration	Night Diff	Sunday Premium
Sunday	1	0.00	0.00	
Monday	2	9.00	0.00	
Tuesday	3	9.00	0.00	
Wednesday	4	9.00	0.00	
Thursday	5	9.00	0.00	
Friday	6	8.00	0.00	
Saturday	7	0.00	0.00	<input type="checkbox"/>
Sunday	8	0.00	0.00	
Monday	9	9.00	0.00	
Tuesday	10	9.00	0.00	
Wednesday	11	9.00	0.00	
Thursday	12	9.00	0.00	
Friday	13	0.00	0.00	
Saturday	14	0.00	0.00	<input type="checkbox"/>
Total Scheduled Hours:		80.00		

Calculate & Validate Total Save & Close Cancel

Then Update the Duration Hours for Each Day

Desk Guide for the Web Version of ATAAPS

1. Following is the screen for changing an employee's tour of duty. Select the desired Team by using the drop down menu and display that Team by clicking on the Team button. Select the employee that you wish to change the tour of duty for by using the drop down menu and clicking on the Employee button to select. Once the employee is displayed, **select the Tour Day link to change the Temporary Tour of Duty for a specific pay period.**

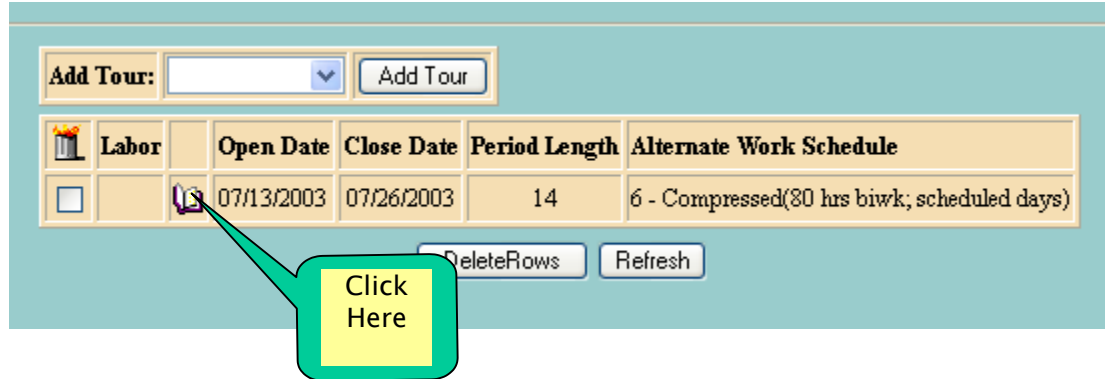
The screenshot shows the 'ATAAPS Personnel Management Window' in Microsoft Internet Explorer. The browser address bar displays 'https://ataaps.doe.gov/servlet/ataapsWeb.PersMgmtControllerServlet'. The page title is 'Personnel Management Properties'. The 'Logged In As' section shows 'PEGNATO, PHILIP R' with 'UIC: 2C0000'. Below this, the 'Team' is set to '730601' and the 'Employee' is 'SMITH, JOHN'. A green callout bubble points to the 'Tour Day' link in the navigation menu, with the text 'Click Here After Selecting Team and Employee'. The 'Tour Day' link is highlighted in blue. The main content area shows a form for 'SMITH, JOHN' with fields for 'Last Name', 'SSN', 'Current Date SDA ID', 'Close Date', 'Premium Type Hours', and 'Favorites Required'. The 'Save', 'Add', and 'Refresh' buttons are at the bottom.

2. Using the Add Tour drop down menu, select the Pay Period this change is to become effective. Then click the Add Tour button.

The screenshot shows the 'ATAAPS Personnel Management Window' in Microsoft Internet Explorer. The browser address bar displays 'https://ataaps.doe.gov/ataaps/PersMgmtControllerServlet'. The page title is 'Personnel Management-Tour Day'. The 'Logged In As' section shows 'BEALL, PAULETTE C' with 'UIC: 1M0000'. Below this, the 'Team' is set to '815531' and the 'Employee' is 'BEALL, PAULETTE C'. The 'Work Center' is 'AASA - AASA'. A green callout bubble points to the 'Add Tour' button, with the text 'Click Here First'. Another green callout bubble points to the 'Add Tour' button, with the text 'Click Here Second'. The 'Add Tour' button is highlighted in blue. The main content area shows a table with columns for 'Labor', 'Start Date', 'Close Date', 'Period', 'Alt', and 'Table'. The 'DeleteRows' and 'Refresh' buttons are at the bottom. The 'Help' link is at the bottom right.

Desk Guide for the Web Version of ATAAPS

1. The following will appear.



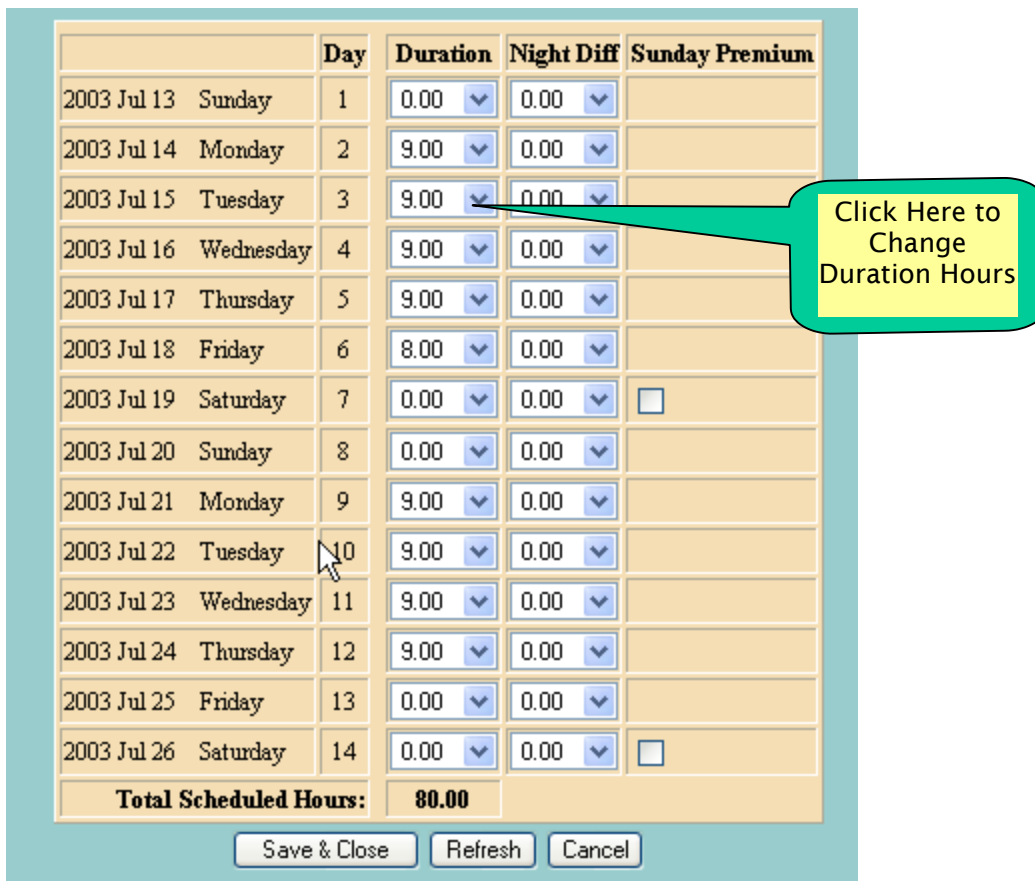
The screenshot shows the 'Add Tour' section of the ATAAPS web interface. It includes a dropdown menu for 'Add Tour' and a table with the following columns: Labor, Open Date, Close Date, Period Length, and Alternate Work Schedule. The table contains one row with the following data: Labor (empty), Open Date (07/13/2003), Close Date (07/26/2003), Period Length (14), and Alternate Work Schedule (6 - Compressed(80 hrs biwk; scheduled days)). Below the table are buttons for 'DeleteRows' and 'Refresh'. A callout box with a green border and yellow background points to the 'Labor' column header with the text 'Click Here'.

Labor	Open Date	Close Date	Period Length	Alternate Work Schedule
	07/13/2003	07/26/2003	14	6 - Compressed(80 hrs biwk; scheduled days)

Buttons: DeleteRows, Refresh

Callout: Click Here

2. Click on the Book icon and the following screen will appear.



The screenshot shows the 'Duration Hours' table in the ATAAPS web interface. The table has columns for Day, Duration, Night Diff, and Sunday Premium. The table contains 14 rows of data for the week of July 13, 2003, to July 26, 2003. The 'Duration' column has dropdown menus for each day. A callout box with a green border and yellow background points to the 'Duration' column header with the text 'Click Here to Change Duration Hours'.

Day	Duration	Night Diff	Sunday Premium
2003 Jul 13 Sunday 1	0.00	0.00	
2003 Jul 14 Monday 2	9.00	0.00	
2003 Jul 15 Tuesday 3	9.00	0.00	
2003 Jul 16 Wednesday 4	9.00	0.00	
2003 Jul 17 Thursday 5	9.00	0.00	
2003 Jul 18 Friday 6	8.00	0.00	
2003 Jul 19 Saturday 7	0.00	0.00	<input type="checkbox"/>
2003 Jul 20 Sunday 8	0.00	0.00	
2003 Jul 21 Monday 9	9.00	0.00	
2003 Jul 22 Tuesday 10	9.00	0.00	
2003 Jul 23 Wednesday 11	9.00	0.00	
2003 Jul 24 Thursday 12	9.00	0.00	
2003 Jul 25 Friday 13	0.00	0.00	
2003 Jul 26 Saturday 14	0.00	0.00	<input type="checkbox"/>

Callout: Click Here to Change Duration Hours

Total Scheduled Hours: 80.00

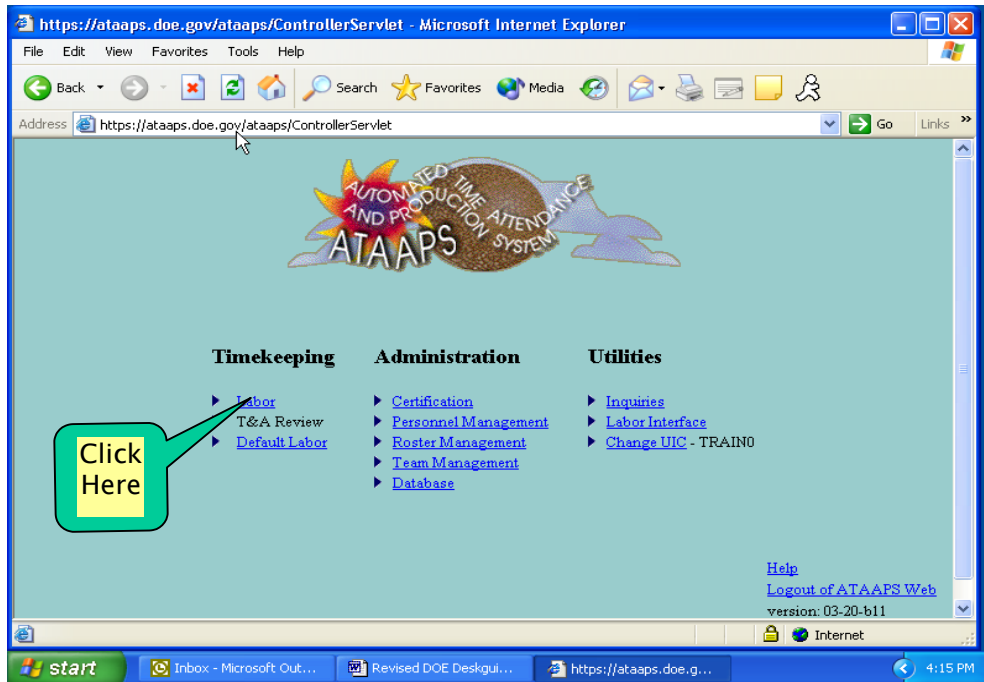
Buttons: Save & Close, Refresh, Cancel

3. If needed, select the Alternate Work Schedule (AWS) drop down and choose the employee's AWS. After selecting the proper AWS to update for the employee, click the "Update AWS" button. If needed, change the employee's Duration Hours for each day; this would be where you change the AWS day for an employee. When finished with updating all Duration Hours, click the Save & Close button at the bottom of the screen to save changes.

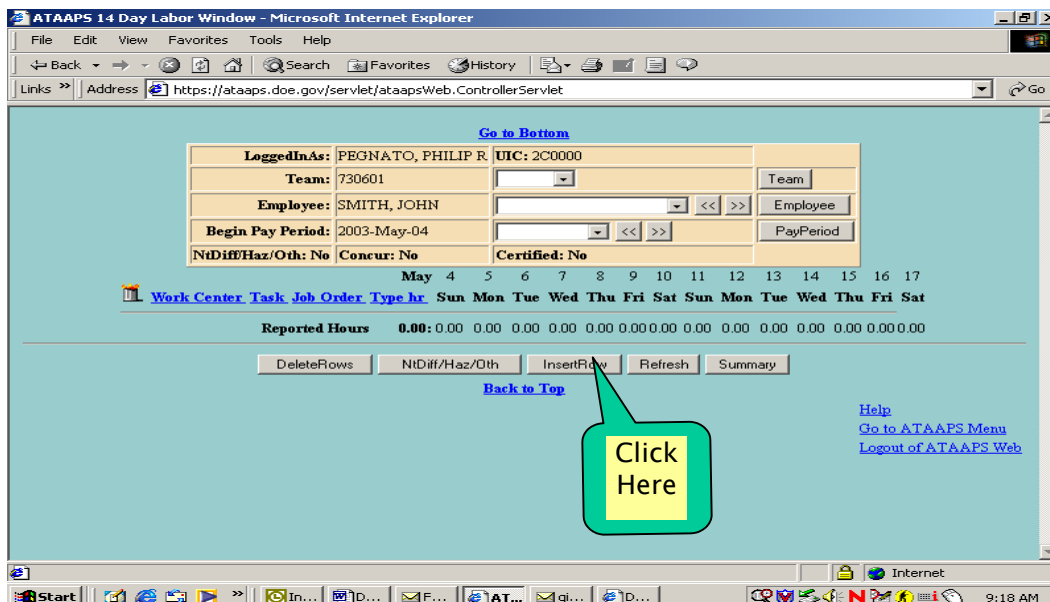
Desk Guide for the Web Version of ATAAPS

Entering Labor Hours

1. The items in blue and underlined on the following screen are available for selection. To enter labor hours, click on "Labor."



2. The following is the screen for entering labor hours. Select the desired Team by using the drop down menu and display that Team by clicking the Team from the drop down list and then click on the Team button. Select the employee that you wish to record hours for by using the drop down menu and clicking on the employee's name then click the Employee button. Select the desired pay period from the drop down menu and then clicking on the Pay Period button to display or use the arrow buttons next to the drop down menu. To enter labor hours, click on the Insert Row Button located below the Reported Hours line.



Desk Guide for the Web Version of ATAAPS

- The screen will change to look like the one below. This will display a selection of pre-determined WC/Tasks/Job Order combinations.

https://cust-support-dev.dfas.mil:447/servlet/ataapsWeb.ControllerServlet - Microsoft Internet Explorer

Address: https://cust-support-dev.dfas.mil:447/servlet/ataapsWeb.ControllerServlet

Work Center	Job Order	Description	OPCODE	Description
ORG41	T00001DBM	Disassemble Fuel Cells-D1	T1SMRD	Disassemble Fuel Cells H-53 - T1SM
ORG41	T00003DBM	Perform Final Test-D1		
ORG41	TUNIONDBM	Union Rep - TUNIONDBM-D1		
ORG41	VEDEBM	001LVEDEBM-D1		

Click Here Second

Make Your Selection First

- You are now ready to input Labor Hours. Enter time by typing the number of hours, i.e., 8, 9, 7.45.
(NOTE: Whole hours are entered by just entering the number, i.e. a 4 with no decimal. Partial hours are entered as HH.MM (hours, hours, minutes, minutes) by using a decimal point not a colon. For example: quarter hours are .15, .30, and .45). All hours must be recorded in 15-minute increments. Below is an example.

Go to Bottom

LoggedInAs: BEALL, PAULETTE C UI: 1M0000

Team: 815531

Employee: BEALL, PAULETTE C

Begin Pay Period: 2003-Jun-15

NtDiff/Haz/Oth: No Concur: No Certified: No

Work Center	Task	Job Order	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
AASA	WM0000000	CE							3.15							
AASA	WM0000000	LA											8.00			
AASA	WM0000000	LS				5.00										


Reported Hours 16.15: 0.00 0.00 5.00 0.00 3.15 0.00 0.00 0.00 0.00 8.00 0.00 0.00

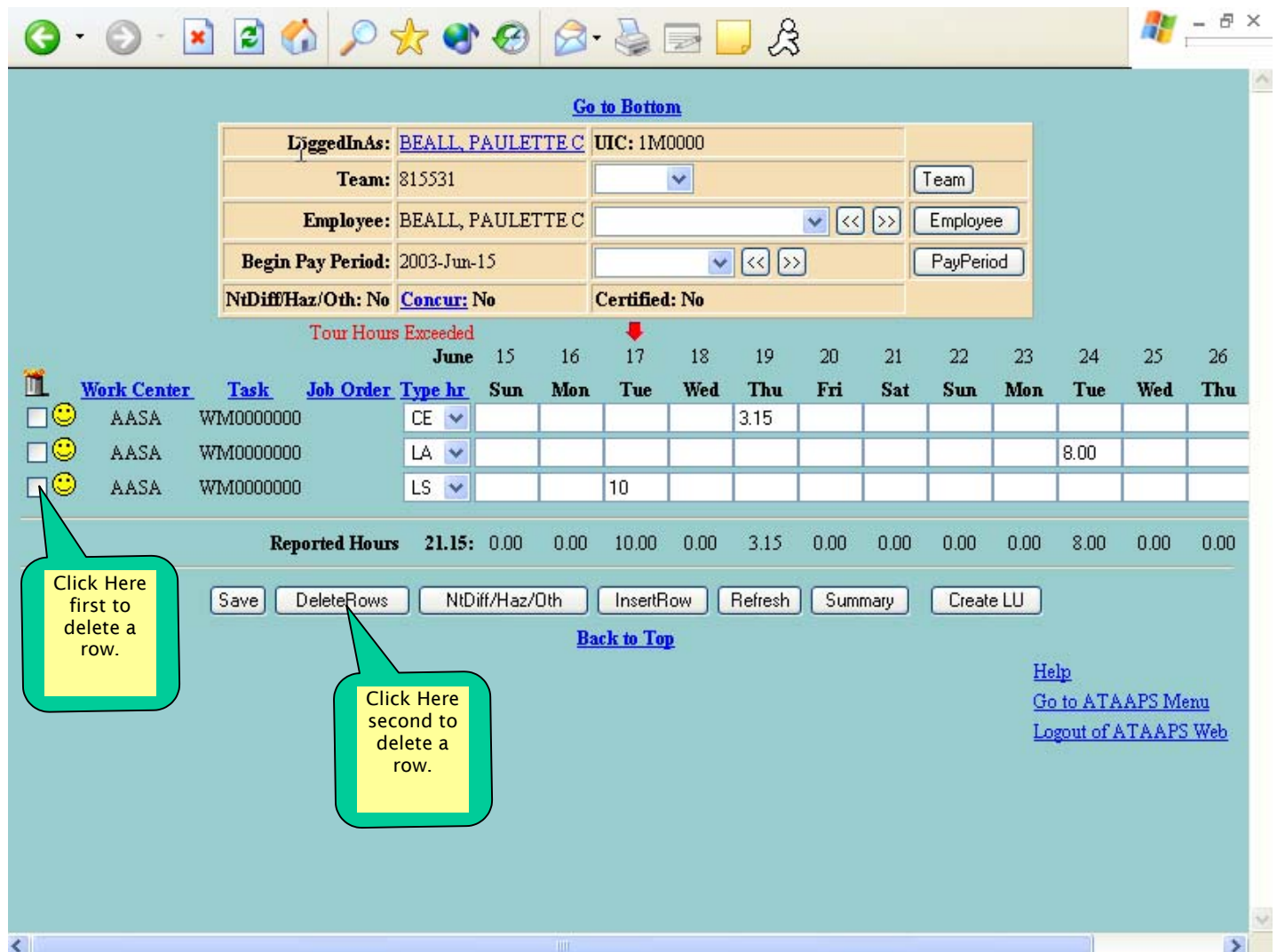
Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Back to Top

Help
Go to ATAAPS Menu
Logout of ATAAPS Web


Desk Guide for the Web Version of ATAAPS

- Click the save button to update the database. If you fail to click the save button before closing the window, the system will not save the entry. Also, number of hours must be entered for each row created or the system will display the message: "**Labor Duration Not Entered**" under the line where no hours have been entered. The system will also alert if the number of hours entered exceed the scheduled hours (regular hours) on any given day by an  above the day where the problem occurs as shown below. ALL errors must be corrected before successfully saving all entries to the database. If time is correctly entered, no error messages will display after clicking the save button. The system has saved all entries to the database.



[Go to Bottom](#)

Logged In As:	BEALL, PAULETTE C	UIC:	1M0000
Team:	815531		Team
Employee:	BEALL, PAULETTE C		Employee
Begin Pay Period:	2003-Jun-15		PayPeriod
NtDiff/Haz/Oth: No	Concur: No	Certified: No	

Tour Hours Exceeded 

	June	15	16	17	18	19	20	21	22	23	24	25	26
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
<input type="checkbox"/> ☹ AASA WM0000000	CE				3.15								
<input type="checkbox"/> ☹ AASA WM0000000	LA								8.00				
<input type="checkbox"/> ☹ AASA WM0000000	LS		10										
Reported Hours	21.15:	0.00	0.00	10.00	0.00	3.15	0.00	0.00	0.00	0.00	8.00	0.00	

[Back to Top](#)

[Help](#)
[Go to ATAAPS Menu](#)
[Logout of ATAAPS Web](#)

To delete a row:

- Select the row to delete by clicking in the Delete Check Box Field (shown above under the trashcan icon).
- Click the Delete Rows Button

Desk Guide for the Web Version of ATAAPS

Recording Differential, Hazard and Other Hours

1. To show sick leave as "Family Friendly" enter the hours for the day that it applies. Then click "Save" and then click on the "NtDiff/Haz/Oth" button located below the row on the screen. The page will change as shown below:

ATAAPS 14 Day Labor Window - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ataaps.doe.gov/ataaps/ControllerServlet

Go to Bottom

Logged In As: BEALL, PAULETTE C UIC: 1M0000

Team: 815531

Employee: BEALL, PAULETTE C

Begin Pay Period: 2003-Jun-29

NtDiff/Haz/Oth: No Concur: No Certified: No

Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
AASA	WM0000000	LA				5.00						2.00			
			NtDiff												
			Haz/Oth												
AASA	WM0000000	LS				3.15									
			NtDiff												
			Haz/Oth												
Reported Hours				10.15	0.00	0.00	5.00	3.15	0.00	0.00	0.00	2.00	0.00	0.00	0.00

Save DeleteRows NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Back to Top

2. You then click on "add" below the day the entry will apply to and the system will display the following screen:

Extended Labor Attributes - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: /servlet/ataapsWeb.ControllerServlet?operation=getWindow&name=getExtendedLaborWindow.jsp&dayOffP=4&rowNum=2

Employee: JONES, JOHN

Date: 5/7/2003

Job Order: WM0000000

Op Code:

Type Hours: Sick

Reason: DA - Birth of Son/Daughter or Care of Newborn
DB - Adoption or Foster Care
DC - Care for Spouse, Son, Daughter, or Parent With Serious Health Condition
DD - Serious Health Condition of Employee

Reason Remove Cancel

Click Here After Selecting the Reason Code Above

3. Choose the reason that applies and click the "Reason" button. The system will return to the labor screen and the proper code under the day you indicated as shown below:

Desk Guide for the Web Version of ATAAPS

Go to Bottom

LoggedInAs:	BEALL, PAULETTE C	UIC: 1M0000
Team:	815531	<input type="button" value="Team"/>
Employee:	BEALL, PAULETTE C	<input type="button" value="Employee"/>
Begin Pay Period:	2003-Jun-29	<input type="button" value="PayPeriod"/>
NtDiff/Haz/Oth: Yes	Concur: No	Certified: No

	June 29	30	1	2	3	4	5	6	7	8	9	10				
Work Center	Task	Job Order	Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
☺ AASA	WM0000000		LA				5.00						2.00			
			NtDiff													
			Hz/Oth				add						add			
☺ AASA	WM0000000		LS				3.15									
			NtDiff													
			Hz/Oth				DC									
Reported Hours				10.15:	0.00	0.00	5.00	3.15	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00

Back to Top

[Help](#)
[Go to ATAAPS Menu](#)
[Logout of ATAAPS Web](#)

- Click the "Save" button to post the entry to the database.

Desk Guide for the Web Version of ATAAPS

To Display Summary Hours for the Pay Period

1. To review the information for the pay period, click on the summary button. The screen will change as shown below:

The screenshot displays a web browser window with a toolbar at the top containing various icons. The main content area has a light blue background. On the left, there is a blue underlined link labeled "Back". In the center, there is a summary box with the following information:

Team:	815531
Employee:	PAULETTE C BEALL
Begin Pay Period:	2003-Jun-29

Below this summary box is a large table showing hours for the month of June. The table has columns for each day of the month (29 to 12) and a final column for the total. The rows represent different categories of hours.

	June 29	30	1	2	3	4	5	6	7	8	9	10	11	12	Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Scheduled Hours:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Scheduled Night Diff:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scheduled Shift Code:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Reported to Scheduled:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported Regular:	0.00	8.00	3.00	4.45	8.00	8.00	0.00	0.00	6.00	8.00	8.00	8.00	8.00	0.00	69.45
Reported Night Diff:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reported Leave:	0.00	0.00	5.00	3.15	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	10.15
Reported Premium:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reported to Shift Override Code:															

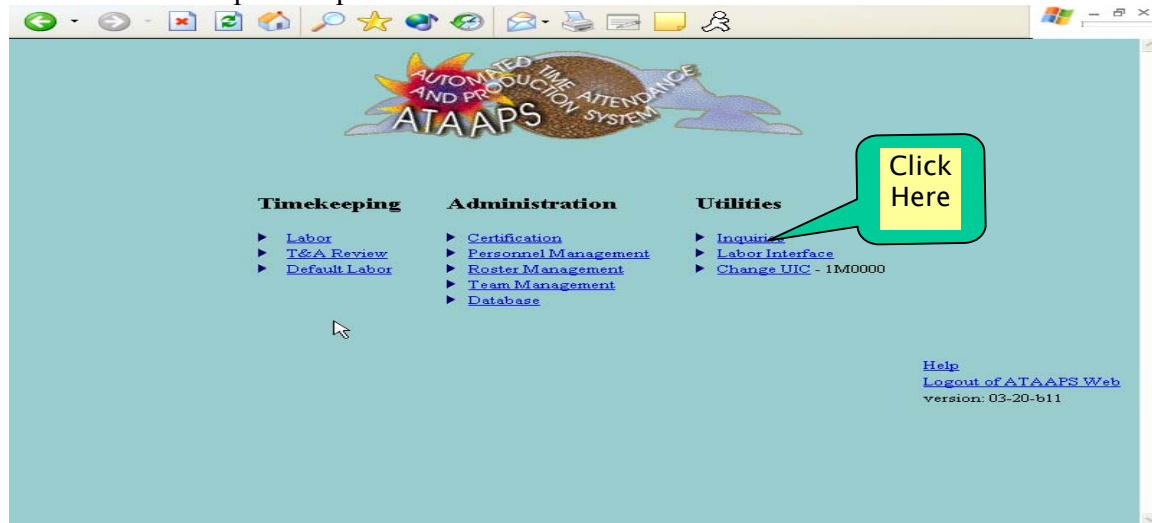
At the bottom left of the main content area, there is another blue underlined link labeled "Back". The bottom of the browser window shows the Windows taskbar with the "start" button and several open applications: "Inbox - Microsoft Out...", "Revised DOE Deskgui...", and "Labor Summary for P...". The system clock in the bottom right corner shows "10:24 AM".

2. To return to the labor screen you click on either "Back" located on the left side of the screen.

Desk Guide for the Web Version of ATAAPS

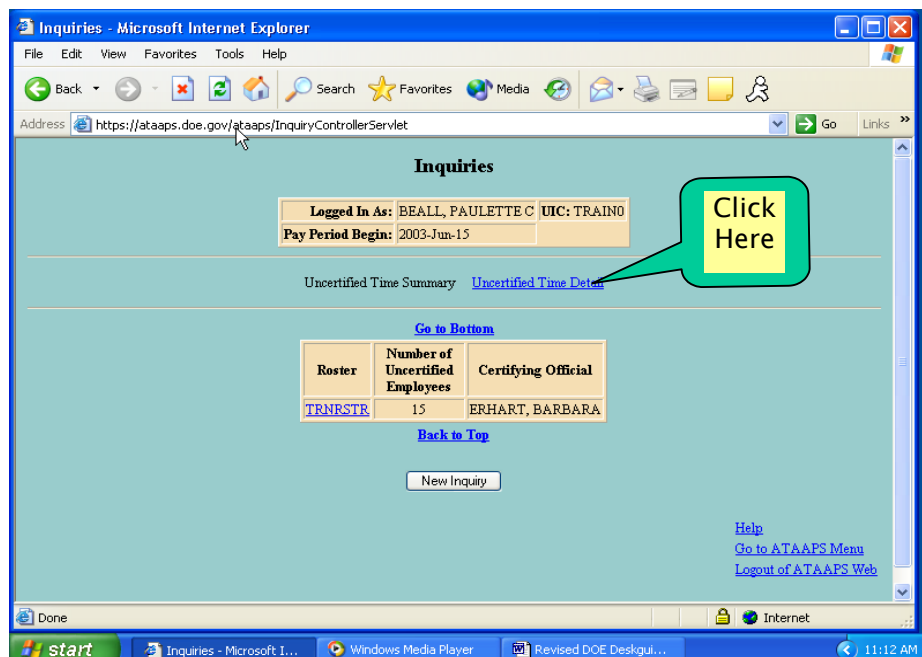
Uncertified Employees Report

1. Select the Inquiries option from the ATAAPS Main Menu.



2. Select Uncertified Employees using the radio button. Then Click Continue.
3. Select the current Pay Period or select a specific Pay Period.
4. Select the Roster/Team you wish to query by highlighting and clicking “Add”.
5. Select the “Process” button.

ATAAPS will display the number of employees whose time has not been certified and who is their designated certifier. To display the employee and the certifier, select the Uncertified Time Detail option as shown below.



Certifying Time and Attendance

1. Select the certification link on the Main Menu page. The following page is then displayed. (All employees and SSNs are fictitious.)

Detail	Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANDERSON-D4, MARVIN	447-24-4444	80.00	80.00	69.00	11.00	0.00	15.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BURRIS-D4, KELLY	447-23-4444	50.00	50.00	41.00	9.00	0.00	2.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHAPMAN-D4, DIANA	447-19-4444	40.00	40.00	37.00	3.00	0.00	0.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DANIELS-D4, STACEY	447-23-4444	60.00	60.00	46.00	14.00	0.00	6.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOBBS-D4, CHRIS	447-18-4444	80.00	80.00	66.00	14.00	0.00	5.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EDGEMON-D4, JOHN	447-25-4444	40.00	40.00	27.42	12.18	0.00	0.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FORD-D4, BECKY	447-20-4444	30.00	30.00	24.00	6.00	0.00	3.00	ERHART-D1-D1, BARBARA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WILSON-D4, STEVE	447-21-4444	80.00	80.00	60.00	20.00	0.00	3.00	ERHART-D1-D1, BARBARA

2. To view the labor details for an employee, click the book icon next to the employee's name.
3. To certify an employee's data, click in the certify check box. To decertify uncheck the box.

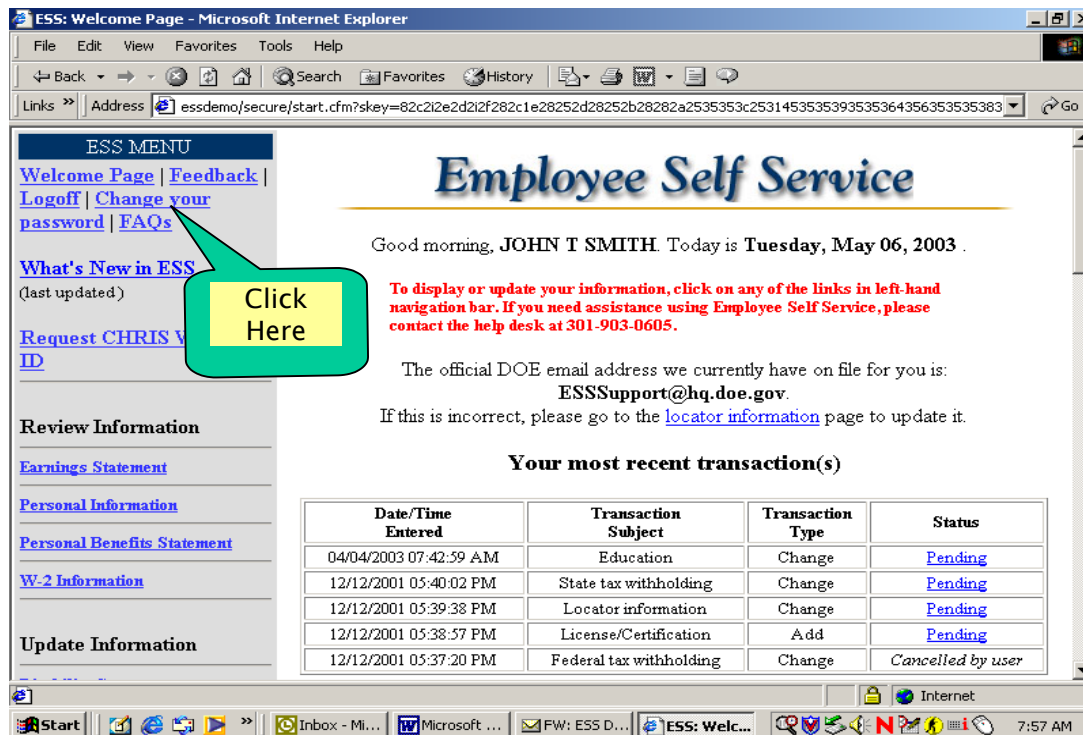
Note: The certify check box will be grayed out if all employee tour hours have not been reported or if the certification window is not yet open.

4. To access an alternate certification roster, click on the roster drop down, and then click the roster button.
5. To change pay periods click the << button to proceed to the prior pay period or the >> button to see the next pay period. Alternatively click the pay period drop down, select the desired pay period and click the pay period button.
6. Click Save.

Desk Guide for the Web Version of ATAAPS

Changing Your Password

1. To change your password select the “Change your password” link on the ESS Menu page:



Note: The following rules apply to changing your ESS password:

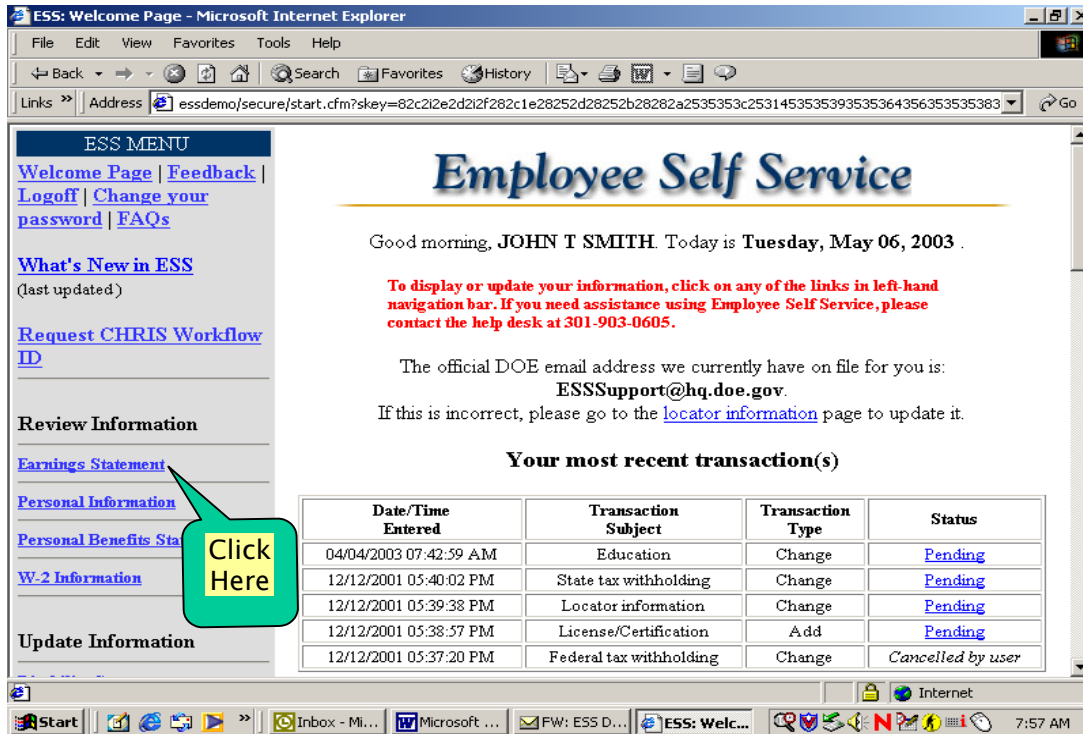
- Password contains between 8 and 10 non-blank characters.*
- Password contains at least one number.*
- Password must start with a letter.*
- Password may contain special characters # and \$ only.*

2. To change your password, enter the new password in each of the boxes provided and click the OK button.

Desk Guide for the Web Version of ATAAPS

Accessing Your Leave and Earnings Statement (LES)

1. To access your LES, select the “Earnings Statement” link on the ESS Menu page:



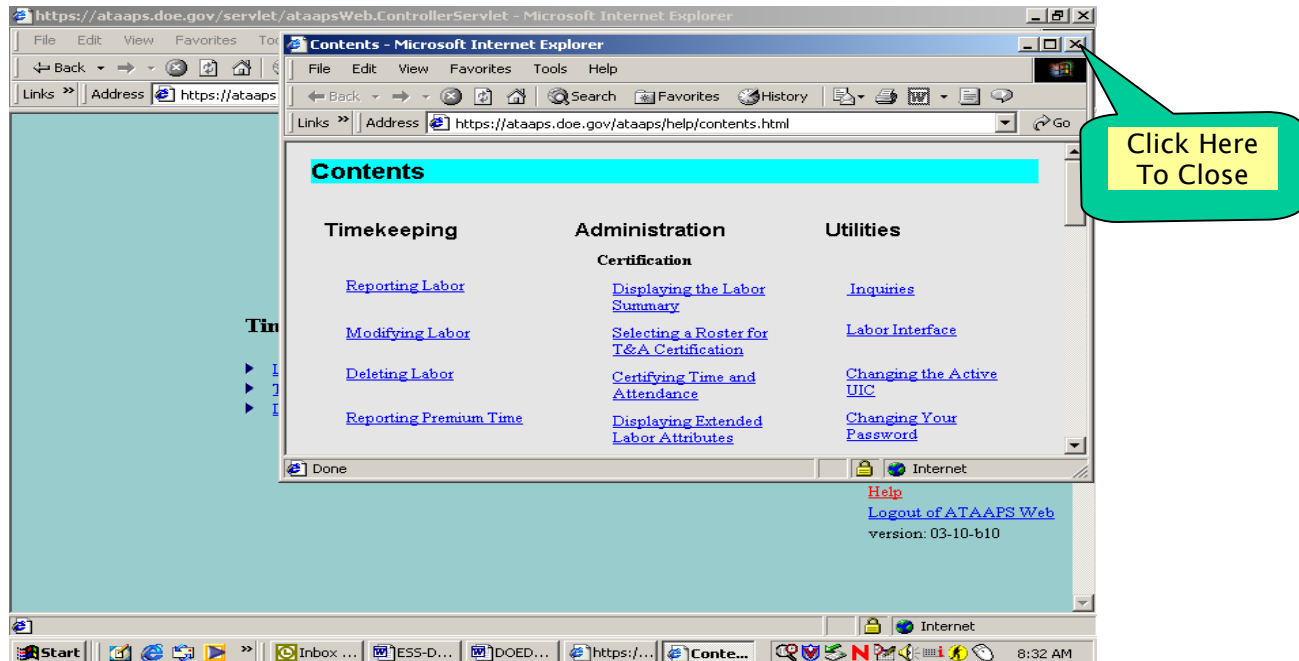
Note: This is a direct link to DFAS MyPay to access your LES.

Employees will be able to view/save/print their Leave and Earnings Statements.

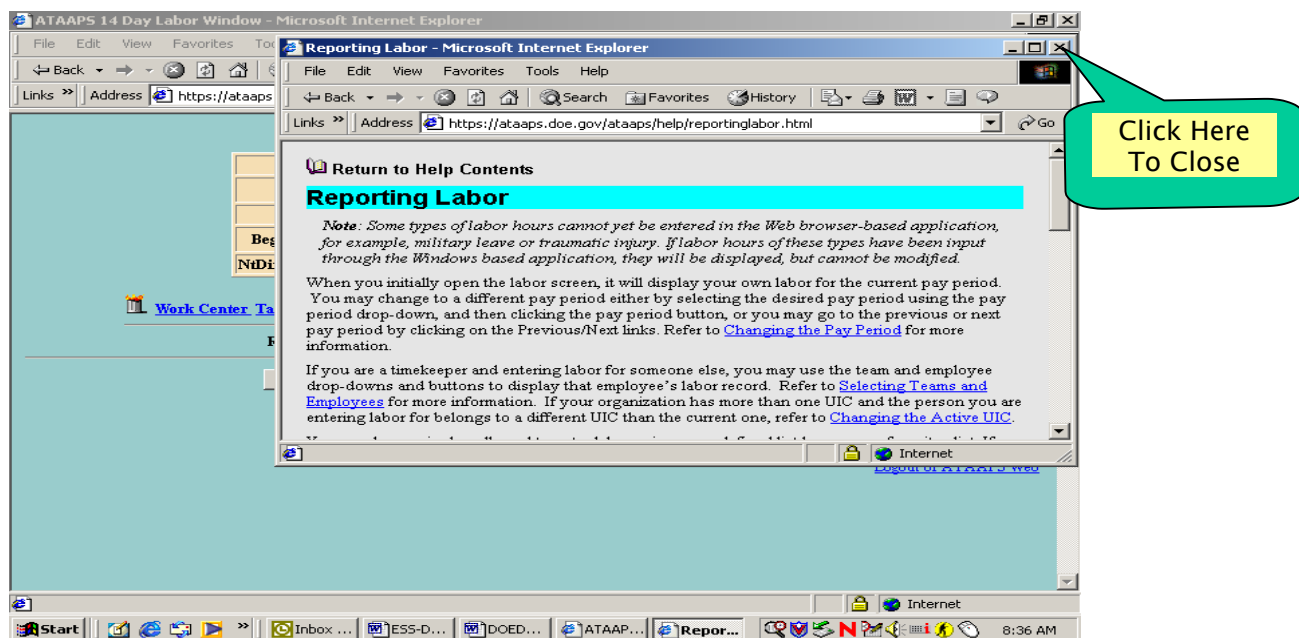
Desk Guide for the Web Version of ATAAPS

ATAAPS Help Function

For a **complete list of help topics** in ATAAPS, click on the Help link located in the lower right portion of the Main Menu. This will open an additional copy of the web browser with links to all help pages.



For **detailed help on any ATAAPS web page**, click on the Help link located in the lower right portion of all web pages. This will open an additional copy of the web browser with specific informative help pages and links.



Note: You will need to close this window by clicking on X in the upper right corner of either window.